



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: COOK SPECIALIST I

SALARY RANGE:	Range A: \$2,426 - \$3,038 per month <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Limited Term (24 month)/Full-time* <i>*This will be is a Limited Term (24-month) assignment with the potential of becoming permanent.</i>
PROGRAM/DEPARTMENT:	Nutrition Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: The Sonoma Developmental Center has a vacancy for a Limited Term (24-month), Full Time Cook Specialist in the Nutrition Services Department. This is a Limited Term assignment with the potential of becoming permanent. Under the immediate direction of the Supervising Cook I, the Cook Specialist I prepares food in large quantities for clients in a state facility. The Cook Specialist I may act as a lead worker over other Cook Specialist I's and Food Service Technician I's and II's. Physical demands of the position include standing and walking for long periods of time; bending, stooping, lifting and pushing/pulling carts. The incumbent must have the ability to lift 50 pounds; be able to operate kitchen equipment and appliances; skill in working with chemicals and kitchen equipment, working around loud noises, hot and cold surfaces and other temperature extremes, knowledge of using protective gloves, goggles, earplugs and other protective equipment; prepares a variety of food in quantity; contributes suggestions for menu development; modifies food consistencies according to recipes; maintains a high degree of food safety; practices hazard analysis critical control point (HACCP) principles, uses protective equipment as recommended by MSDS and supervisors; learns and follows rules, regulations, and policies established by the department; understands and practices good customer relation skills; establishes and maintains good relationships with individuals, peers, visitors, and other staff; and communicates effectively.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of being a current or former California State Civil Service employee (lateral transfer /reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification may be found on the website at www.calhr.ca.gov. Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6281 (Contact Rebecca Jasperse for questions specific to the essential function of the position only.
Eligibility will be determined by the selection analyst in the Human Resources Department).

Faxed or electronically submitted applications without signature or resumes not accompanied by completed Form STD-678 (State Examination and/or Employment Application) will not be accepted

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.